



The Commonwealth of
Kentucky

SOLICITATION

TITLE: Statewide Diversity Study

DATE ISSUED	SOLICITATION CLOSES	SOLICITATION NO.	COMMODITY CATEGORY
Mar 24, 2006	Date: Apr 28, 2006 Time: 4:30 PM	S-06119726	Professional Services- Miscellaneous

I S S U E D	COUNCIL ON POSTSECONDARY ED F. DIANN DONALDSON CPA 1024 CAPITAL CENTER DR STE 320 FRANKFORT KY 40601 Phone: (502)573-1555 (245) FAX: (502)573-1535 EMAIL: Diann.Donaldson@ky.gov	A D D R E S S	COUNCIL ON POSTSECONDARY ED F. DIANN DONALDSON CPA 1024 CAPITAL CENTER DR STE 320 FRANKFORT KY 40601 Phone: (502)573-1555 (245) FAX: (502)573-1535 EMAIL: Diann.Donaldson@ky.gov
B Y		T O	
V E N D O R	Phone: FAX: EMAIL:	R E M I T T O	Phone: FAX: EMAIL:

FOR INFORMATION CALL:
F. DIANN DONALDSON CPA
(502)573-1555 (245)

**ELECTRONIC BID
PERMITTED:** No

OWNERSHIP TYPE:
[] Sole Proprietorship
[] Partnership
[] Corporation

ADDITIONAL VENDOR INFORMATION:

SIGNATURE OF AUTHORIZED AGENT IS REQUIRED UNLESS RESPONSE IS SUBMITTED ELECTRONICALLY. FAILURE TO SIGN SHALL RENDER THE BID INVALID.

Authorized Agent Signature _____ FEIN# _____

Authorized Agent Printed or Typed Name _____ Date _____

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All offers are subject to all terms and conditions contained in this solicitation.

TABLE OF CONTENTS

(x)	SEC.	DESCRIPTION
X	L	Free-form Terms and Conditions

The Commonwealth of Kentucky does business in different time zones, however all Solicitation Closing times are Eastern Time.

Line Group: Statewide Diversity Study

Line	Description	Due Date	Qty	Unit Price	Unit Issue	Total Price
0001	Design and implement a statewide diversity study		0		Each	

Extended Description:

The Council on Postsecondary Education, on behalf of the public postsecondary institutions, requests proposals from qualified firms to serve as prime contractor to design and implement a statewide diversity study (the study and final report are anticipated to be complete by June 30, 2007).

The successful vendor will determine the Commonwealth's compelling interest, if any, to engage in diversity planning; the legal and constitutional framework for engaging in diversity planning; or to establish narrowly tailored race conscious policies for diversity planning in postsecondary education. The study is expected to establish the basic constitutional and statutory framework appropriate to examine and to establish the compelling governmental interest as recognized by U.S. Supreme Court decisions in the postsecondary education context of campus diversity or remediation of past discrimination.

The study will include all 120 counties (15 Area Development Districts) that contribute to the accomplishment of a public institution's mission and the postsecondary education Public Agenda. Also, the study will consider current institutional policies and how those policies contribute to a campus environment in which a diverse student population must co-exist and flourish.

Discount/Markup:

Manufacturer:

Model:

Exceptions to Specifications:

Code	Criteria Description	Weight	Vendor Response (DO NOT LIST PRICES IN THIS SECTION. UNIT PRICES AND TOTAL PRICES MUST BE FILLED IN ADJACENT TO THEIR LINE ITEMS.)
METH	level 2 - Methodology	30	
TIME	level 2 - Timeline/schedule	20	
COST	level 2- Pricing	20	
QUAL	level 2 - Qualifications/Relevant Experience	30	

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PRES	level 3 - Presentation	35	
TEAM	level 3 - Team Experience	30	
PRICE	level 3 - Pricing	25	
DATA	level 3 -Asset Management Database Software/Support	10	

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Request for Proposals (RFP) For Statewide Diversity Study

Responses must be received by 4:30 p.m., EST April 28, 2006 by:

Mr. Sherron Jackson
Assistant Vice President for Finance & Equal Opportunity
Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601-8204



An Equal Opportunity Employer M/F/H

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Project Title: Postsecondary Education Statewide Diversity Study

Statement of Intent and Purpose

The Council on Postsecondary Education (the Council) of the Commonwealth of Kentucky, on behalf of the public postsecondary institutions, requests proposals from qualified firms to serve as prime contractor to design and implement a statewide diversity study (the study and final report are anticipated to be complete by June 30, 2007).

The successful vendor will determine the Commonwealth's compelling interest, if any, to engage in diversity planning; the legal and constitutional framework for engaging in diversity planning; or to establish narrowly tailored race conscious policies for diversity planning in postsecondary education. The study is expected to establish the basic constitutional and statutory framework appropriate to examine and to establish the compelling governmental interest as recognized by U.S. Supreme Court decisions in the postsecondary education context of campus diversity or remediation of past discrimination.

The study will include all 120 counties (15 Area Development Districts) that contribute to the accomplishment of a public institution's mission and the postsecondary education Public Agenda. Also, the study will consider current institutional policies and how those policies contribute to a campus environment in which a diverse student population must co-exist and flourish.

Description of Issuer

The Council coordinates change and improvements of postsecondary education in Kentucky, as directed by the *Postsecondary Education Improvement Act of 1997* (KRS Chapter 164). It is also responsible for general planning and oversight of Kentucky's system of public postsecondary education: eight universities, the Kentucky Community and Technical College System, and the Kentucky Virtual University.

Public Postsecondary Education Institutions: State-supported institutions of postsecondary education in the Commonwealth are: Eastern Kentucky University, Kentucky Community and Technical College System, Kentucky State University, Morehead State University, Murray State University, Northern Kentucky University, University of Kentucky, University of Louisville, and Western Kentucky University.

Project Description

The Council anticipates awarding a single contract (encompassing all of public postsecondary education) to design and conduct a statewide diversity study. The project will produce a detailed analysis and plan for the Commonwealth and each institution regarding its need to engage in diversity planning. The assessment and report for each institution should be complete with specific recommendations and a report for the Commonwealth with recommendations. The assessment should:

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- (1) Use comparable criteria to gather and analyze data and present clear findings and recommendations for each institution;
- (2) Collect and analyze data using a database approved by the Council on Postsecondary Education with a complete copy of the data and database turned over to CPE when the project is complete; and
- (3) Present reports and assessments that offer effective options for engaging in diversity planning and pursuing innovative design concepts to increase the level of diversity at postsecondary campuses.

The study will assist the Commonwealth in making statewide policy decisions, including consideration of statewide programs focused on achieving greater diversity, alternative systems of diversity attainment, and changes in federal and state policy related to diversity or affirmative action.

Proposal Requirements

The proposal of each respondent shall address each of the items described in the sections identified below.

Qualification and Relevant Experience

Team members shall be licensed or certified to practice their trade or profession in the Commonwealth of Kentucky.

1. Provide a brief history of your firm including characteristics unique to your organization that qualify your firm to serve as prime contractor.
2. Provide information regarding essential qualifications of the team proposed for the assignment including the job classifications that are important to conduct a successful statewide diversity assessment (include resumes along with an organization chart). Relevant experience must have occurred since 1998.
3. Provide a minimum of three references for the firm's experience, as applicable, with similar projects. Include names, addresses, and telephone numbers.

Assessment Objectives

1. Define the concept of diversity, specifically for postsecondary education in the Commonwealth of Kentucky, including but not limited to race, ethnicity, age, income, gender, etc.
2. Identify the compelling governmental interest for the Commonwealth of Kentucky to engage in diversity planning.
3. Define for public postsecondary institutions in Kentucky "narrowly tailored diversity planning" within the context of recent U. S. Supreme Court decisions.
4. Determine the appropriate duration of a diversity plan if implemented by postsecondary education in the Commonwealth of Kentucky.
5. Define the concept of narrowly tailored as referenced by the U.S Supreme Court, specifically for postsecondary education in the Commonwealth of Kentucky.
6. Quantify current levels of diversity and project future diversity trends.
7. Identify the success factors and rates for minority students in Kentucky postsecondary education and determine if they are different or similar to majority students.

Scope of Work

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1. Establish baseline population data for the state and each postsecondary institution service area.
2. Identify the appropriate characteristics of a diversity plan for the Commonwealth in accordance with recent U. S. Supreme court decisions.
3. Analyze, identify the impact, and show how diversity within K-12 education influences postsecondary education (pipeline issues).
4. Analyze and identify the ethnic, racial, or other groups that, based on Kentucky's population, should be included in a postsecondary education diversity plan.
5. Analyze and identify the impact of diversity on economic and civic initiatives within the area development district of each postsecondary institution.
6. Analyze and present historical data regarding the impact and influence of affirmative action or diversity planning in Kentucky postsecondary education over the last 15 years.
7. Design a plan that directly connects diversity to the postsecondary education statewide Public Agenda and to the mission of individual institutions.
8. Identify and design alternative diversity enhancing remedies for the Commonwealth that have proven to be successful and that are recommended for use by the Commonwealth.
9. Provide regular progress reports to the Council on Postsecondary Education, the Committee on Equal Opportunities, and the Strategic Committee on Postsecondary Education.
10. Identify the ideal level, if any, of diversity for the Commonwealth and for postsecondary institutions.
11. Present the study findings and final report to the Council on Postsecondary Education and the Committee on Equal Opportunities.

Minimum action requirements

Respondents shall provide a detailed narrative describing the project approach, methodology, management, procedures and definitions, educational adequacy assessments, deliverables, and institutional implementation strategy. Minimum actions required follow. Proposals that do not address these items will be disqualified.

1. The vendor will develop and validate a single data collection protocol, visit each of 15 Area Development Districts (ADD), and apply the criteria to each district separately.
2. Describe the proposed review technique in detail, including relationship to industry standards, for determining need for diversity, as per the standards established by the U. S. Supreme Court.
3. Describe how the team will conduct the review of each district to assess deficiencies and formulate recommendations.
4. Discuss how the vendor will approach the concept of compelling state interest in diversity, define the benefits of diversity planning, and interpret the idea of narrowly tailored features that should be included in a Commonwealth of Kentucky diversity plan.
5. Discuss the overall accuracy and reliability of the proposed assessment methodology.
6. The vendor should use a data base that meets industry standards and is approved by the Council on Postsecondary Education. The data, data analysis, reports, and recommendations from the statewide assessment shall be the property of the Commonwealth.
7. It is preferred that a single assessment team visit all districts to perform the analysis. The vendor may provide a detailed discussion of an alternative approach.

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8. Discuss the Council preference that the first district assessment be conducted as a model demonstration project for team(s) and representatives of the postsecondary system with discussion during the assessment to facilitate consistency and understanding of the evaluation methodology.
9. Based on the assessment, the consultant will provide, at a minimum, a report including an executive summary, general description of the study, identification of the compelling state interest in diversity planning, description of the narrowly tailored features, discussion of how Kentucky will benefit and how postsecondary education will benefit, how success is measured, how often the plan should be evaluated, suggested alternative accountability measures or race neutral programs to be implemented, and any additional considerations.
10. The proposal will include a detailed schedule or process chart depicting project implementation including timelines.

Pricing

1. Each respondent shall state a total project price.
2. The proposed price shall be stated in the context of professional services and reimbursable expenses; for example, travel, printing, mileage, etc.

General Terms and Conditions

This RFP is available on the Council's website, www.cpe.ky.gov, and the state's website, <https://eprocurement.ky.gov>.

Disclosure/Certification Forms

Disclosure and certification forms (Attachments B, C, and D) must be completed in their entirety, notarized, and returned with your response. Failure to complete and submit all forms will result in the respondent's disqualification from the process.

Reservation of Rights

The Commonwealth reserves the right to:

1. Reject any and all submissions with cause.
2. Waive minor irregularities in all procedures relative to the RFP.
3. Reject all submissions and seek new submissions when such procedure is reasonably in the best interest of the Commonwealth.
4. Make investigations regarding qualifications of any or all respondents as the Commonwealth deems necessary.
5. Request and receive such additional information as the Commonwealth may reasonably require. Failure to comply with such a request will result in disqualification.
6. After selecting a short list of vendors, request and receive from the respondent a best and final bid price.

Liability

The Commonwealth shall not be liable for:

1. Any cost incurred in the preparation of any submission of qualifications or proposal.
2. Any disclosure, whether by negligence or otherwise, of any material or information in any form submitted by any respondent to this RFP.

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Proposals Only

This RFP solicits proposals only. Submission of a proposal in accordance with this RFP may or may not result in the award of a contract to perform the services requested. The postsecondary education system may, at its sole discretion, reject any and all proposals, seek clarification or request additional information pertinent to any proposal, or request that the vendors submit a best and final offer.

Questions

All questions concerning this RFP must be submitted by e-mail to cpe.diversity.rfp@ky.gov no later than 4:30 p.m. ET on Thursday, April 20, 2006. The Council will periodically provide responses in the form of a “question and answer” document, without identifying prospective bidders, via its website (www.cpe.ky.gov) and the state e-procurement website (<https://eprocurement.ky.gov>).

This procedure is the only one to be used by prospective bidders in seeking clarification or answers to questions about this RFP. Prospective bidders are cautioned that any direct contact with any employee at the Council regarding this RFP is inappropriate and is expressly prohibited.

Submission of Proposals

Fifteen (15) copies of each submission of proposals and all related materials must be received by the following designee no later than 4:30 p.m. EST on Friday, April 28, 2006.

Mr. Sherron Jackson
Assistant Vice President for Finance and Equal Opportunity
Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, Kentucky 40601-8204

Proposals received after the stated deadline will not be accepted. It is not the responsibility of courier services to meet the deadline. It is the responsibility of the respondent. E-mail and fax copies will not be accepted for actual proposal submission

Evaluation of Proposals

First Level Review

All proposals will first be read to determine whether or not they are responsive to the RFP. A determination of each respondent’s eligibility will be made. Eligible respondents will advance to the second level review.

Second Level Review

An evaluation committee, composed of representatives from the Council and each of the nine public postsecondary institutions, will review all eligible proposals and determine the value of each relative to the RFP and all other proposals that are under consideration at the second level of review.

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The evaluation committee will assess the quality of the proposal based on the RFP and solution offered, ability of the firm to accomplish the project within the stated time, the experience of the firm successfully completing similar projects, and the cost of the proposal.

<u>Criteria</u>	<u>Points</u>
1. Methodology	30
2. Timeline/Schedule	20
3. Pricing	20
4. Qualifications /Relevant Experience	30

This level of review will identify a short list of up to five vendors to make a presentation to the committee that advance to a third level.

Third Level Review

This final level of review evaluates the short list of up to five vendors. The evaluation will assess the quality of the vendor presentation, experience, solution offered, the proposed review team, and the cost of the proposal. The presentation expenses/travel costs will be the responsibility of the vendor.

<u>Criteria</u>	<u>Points</u>
5. Presentation	35
6. Team Experience	30
7. Pricing	25
8. Asset Management Database Software/Support	10

Best Value

The determination of a vendor will be a best value evaluation. The successful vendor may or may not be the lowest cost vendor. The successful vendor will be determined on the basis of which proposal and presentation, in the opinion of the evaluation committee, represents the best combination of value and service to the postsecondary education system.

Anticipated Timeline and Schedule

○ Deadline for RFP questions	4:30 p.m. EST, April
20, 2006	
○ Deadline to receive proposals	4:30 p.m. EST April
28, 2006	
○ Evaluation committee reviews proposals	April 28 - May
15, 2006	
○ Committee establishes a short list of vendors	May 16- May
19, 2006	
○ Short list vendors make presentations	May 22- June 1,
2006	
○ Committee identifies top three proposals	after June 9,
2006	
○ If needed, request vendors to present final and best offer	by June 15,
2006	
○ Council makes final decision and issues contract	by July 31,
2006	
○ Vendor delivers draft reports to Council/institutions for review	June 1, 2007

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- Vendor completes the project and delivers final
reports to Council and Institutions (25 copies) by June 30,
2007

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ATTACHMENT A

Commonwealth of Kentucky
Council on Postsecondary Education
Public Postsecondary Education Institutions
Pursuant to KRS 164

Eight universities and one community and technical college system with 52 campus sites make up the public system of postsecondary education in Kentucky. The state-supported institutions of postsecondary education in the Commonwealth and the fall 2005 enrollment are:

<u>Institution Name</u>	<u>Fall 2005 Enrollment</u>
Eastern Kentucky University	16,219
Kentucky Community and Technical College System	84,931
Kentucky State University	2,386
Morehead State University	9,062
Murray State University	10,274
Northern Kentucky University	14,025
University of Kentucky	26,439
University of Louisville	21,760
Western Kentucky University	18,645
Total Enrollment	203,741

More detailed enrollment information can be found at the following Web address:

<http://cpe.ky.gov/news/rfp/current.htm>.

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ATTACHMENT B

Commonwealth of Kentucky
Council on Postsecondary Education
Sworn Statement Regarding Campaign Finance Laws
Pursuant to KRS Chapter 121

The undersigned hereby swears or affirms, under penalty prescribed by law or perjury, that neither he/she, individually, nor, to the best of his/her knowledge and belief, the corporation, partnership, or other business entity which he/she represents in connection with this procurement, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, pursuant to KRS 121A.050, and that the award of a contract to him/her, individually, or to the corporation, partnership, or other business entity which he/she represents, will not violate any of the above referenced statutes.

Signature

Name (Print or Type)

Title

Firm Name

State of _____

County of _____

The foregoing statement was sworn to me this _____ day of _____ 2006, by

Notary Public

My Commission Expires: _____

Note: This document must contain a notary seal.

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ATTACHMENT C

Commonwealth of Kentucky - Council on Postsecondary Education
Sworn Statement Regarding Violations of
Kentucky Revised Statutes
Pursuant to KRS Chapter 45A.485

KRS 45A.485 states:

- (1) Any state contract awarded under KRS Chapter 45A, 175, 176, 177, or 180 after July 15, 1994, shall require the contractor to:
- (a) Reveal any final determination of a violation by the contractor within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to the contractor; and,
 - (b) Be in a continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to the contractor for the duration of the contract.
- (2) A contractor's failure to reveal a final determination of a violation of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 or to comply with these statutes for the duration of the contract shall be grounds for the Commonwealth's:
- (a) Cancellation of the contract; and
 - (b) Disqualification of the contractor from eligibility for future state contracts for a period of two (2) years.

The undersigned hereby swears or affirms, under penalty prescribed by law or perjury, that neither he/she, individually, nor, to the best of his/her knowledge and belief, the corporation, partnership, or other business entity which he/she represents in connection with this procurement, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, pursuant to KRS 45A.110, and that the award of a contract to him/her, individually, or to the corporation, partnership, or other business entity which he/she represents, will not violate any of the above referenced statutes.

Signature

Name (Print or Type)

Title

Firm Name

State of _____

County of _____

The foregoing statement was sworn to me this _____ day of _____ 2006, by

Notary Public

My Commission Expires: _____

Note: This document must contain a notary seal.

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ATTACHMENT D

Contact Information

Please complete this form and return it with your proposal. Thank you for your assistance in helping CPE to maintain an accurate record of contacts.

The current contact information is accurate and should be used for future mailings.

Title, first name, last name

Job title

Company name

Address (1)

Address (2)

City, State, Postal Code

E-mail address

Phone

Fax